



**Approved Minutes of the
PSA 2 Area Agency on Aging
Executive Board Virtual Meeting**

November 20, 2023

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Nancy Ogren, Vice-Chairman, at 10:00 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Kay White, Roberta Hohman, Supervisor Mary Rickert, Ann Morningstar, Supervisor Nancy Ogren, and Supervisor Ed Valenzuela (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Tom Neely (Alt.), Supervisor Shane Starr (Ex.), Supervisor Elizabeth Cavasso (Alt.), Supervisor Patrick Jones (Alt.), Marie Ingram (Ex.), Supervisor Jill Cox (EX), Supervisor Ric Leutwyler (EX), and David Albiez (Alt.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; Nancy Quirus, Advisory Council Chairman; Jerry Kirouac, LTC Ombudsman Program Manager; and Laura Acosta, Common Spirit.

3. Approval of Agenda*

MSP: Supervisor Valenzuela motioned for the approval of the agenda as presented, seconded by Supervisor Bridges, all aye, motion carried.

4. Approval of Consent Agenda*

MSP: Supervisor Bridges motioned for approval of the Consent Agenda, seconded by

Supervisor Valenzuela, all aye, motion carried.

5. Open Session

No comments.

6. Executive Board's Report

No comments.

7. Advisory Council Report – Nancy Quirus, Advisory Council Chairman

Nancy Quirus highlighted takeaways from the November Advisory Council Virtual Meeting which included the Health Insurance Counseling and Advocacy Program and the Ombudsman Program's efforts to assist seniors with the complexities of Medicare and the many benefits offered. Nancy also addressed PSA 2's CalFresh Expansion efforts to assist seniors with applying for CalFresh benefits as well as Disaster Preparedness efforts in our region by expanding resources to seniors. Nancy has also reached out to Advisory Council members to encourage participation in helping to reach a quorum for scheduled meetings. Nancy continues to share information on the CalFresh Healthy Living program with the Advisory Council and the renovation of Dignity Health Connected Living's Food Bank has also been discussed which provides quarterly Brown Bag distribution to hundreds of seniors in our region. The Advisory Council also addresses challenges in our region which impact local seniors such as access to healthcare and transportation. Nancy also addressed the Master Plan for Aging efforts and the need for involving elected officials in the plan. The Advisory Council will also be addressing the Goals and Objectives for the next fiscal year.

8. Executive Director's Report –Teri Gabriel, Executive Director

a) Update on Direct Nutrition Program Services

Director Gabriel reported that the Dine Around Town Senior Nutrition Program has finally launched the Home Delivered Meal Program with the assistance of two volunteers. The program currently serves 13 eligible program participants with meals prepared at Lumberjacks Restaurant on Tuesdays and Thursdays. Additional volunteers will be sought to expand the Home Delivered Meal program. The program menu has been expanded to add meal variety and other restaurants may be added to the program as well. The dine-in program is currently serving approximately 150 eligible seniors and a waiting list has been established. Lumberjacks Restaurant offered a Holiday Dinner voucher at their own expense which will be available to Dine Around Town Congregate Meal program participants throughout the month of December.

Trinity Senior Nutrition Program is currently serving 63 eligible Home Delivered Meal Program participants. Five volunteers are working with the program to help distribute home delivered meals to areas outside of Weaverville which helps to reach more isolated seniors. Director Gabriel commended the Program Coordinator with Church of the Nazarene and Dignity Health Connected Living for providing the meals to Trinity Co. seniors. Plans continue to launch the Congregate Meal dining program on Wednesdays. The agreement with Dignity

Health Connected Living was expanded to accommodate the delivery of Hot Meals on Wednesdays. New volunteers will be recruited for the congregate meal program. The Retired Senior Volunteer Program through Dignity Health Connected Living continues to support the volunteers for the Trinity Senior Nutrition Program.

b) FY 2020/2021-2021/2022 CDA Audit & Contract Resolution Process Update

Director Gabriel reported that the AAA's Fiscal Manager has completed the Contract Resolution Process with the experienced contracted CPA. The CA Dept. of Aging (CDA) has requested additional information from contracted service providers which the CPA is addressing. Until CDA is satisfied with the outcome of the contract resolution process, PSA 2's Audit for FY 2020/2021-2021/2022 remains open. Preliminarily, there were no major red flags related to service provider contracts. Some service providers are not clearly indicating the grant revenue as the CPA would like to see it. Efforts will be made with service providers to rectify that issue moving forward. Work will continue to complete the Contract Resolution process for CDA.

c) FY 2022/2023 Single Audit Process

The FY 2022/2023 Single Audit with Charles Pillon, CPA has officially begun. The Fiscal Manager is already providing audit materials to the CPA. The Single Audit is due to CDA by March 31, 2024.

d) Update on Fall Prevention Programs

Director Gabriel provided an update on the Fall Prevention program which had been provided through the Dignity at Home Fall Prevention Program funding from CDA. More eligible individuals were served by the program since the program was not income based. The program provides fall prevention equipment in the home. The success of the program has allowed the AAA to fully expend the Dignity at Home Fall Prevention program funding before it expired. The program served approximately 180 individuals with the most requested equipment which included grab bars, shower treads, handheld shower heads, shower chairs and clamp on shower rails. A survey followed with the program participants to measure fall reductions since receiving the equipment. This program provided \$238,200 to the AAA for fall prevention efforts since July 2022. Modernizing Older Californians Act funding from the CDA will allow the AAA to continue fall prevention efforts through the Aging in Place program. While less overall funding may be available through the program (\$158,000), services provided through the Aging in Place program will be available over multiple years.

e) Other Agency Activity

Director Gabriel reported on the CA 2030 Community Assessment Survey of Older Adults which was developed by CDA to help develop and prepare CA's Aging Network to serve a larger, older and more diverse population. Funding sources and capacities, geography,

demographics, governance, branding & communications, programs & services and performance measures were the categories included in the survey. The outcome of the survey is now available to the AAAs to share with community partners.

Director Gabriel reported on the Local Master Plan for Aging efforts hosted by the Diversability Advocacy Network funded by the SCAN Foundation. The three counties of Shasta, Glenn and Butte counties are the focus of the Local Master Plan for Aging to identify and recognize the needs of older and disabled adults in those regions. Director Gabriel reported on the half-day event hosted by the Local Master Plan for Aging which included a presentation by the CDA Director, Susan DeMarois.

Upon inquiry from Supervisor Bridges, Director Gabriel confirmed that the Holiday Dinner meal was being funded by Lumberjacks Restaurant and would be provided to 156 program participants. Supervisor Bridges and Director Gabriel commended Lumberjacks Restaurant's staff and owner for their dedication to the program.

9. Approval of FY 2022/2023 Area Plan Financial Closeout*

Director Gabriel addressed the FY 2022/2023 Area Plan Financial Closeout explaining that the report indicates the various forms of program funding expended to support local programs. Funding is due back to CDA from FY 2022/2023 as funds were unspent for Title III B Supportive Services for \$60,827, C-1 Congregate Meal funding for \$38,886, C-2 Home Delivered Meal program funding for \$72,952, Title III D Health Promotion Program funding for \$3,076 and Title III E Family Caregiver Support Program for \$24,938 for a total of \$200,679 due back to CDA. Of that, \$168,000 was unspent by Dignity Health Connected Living. Elder Abuse funding due to PSA 2 from CDA is in the amount of \$3,659. The net due back to CDA is \$197,020. Unspent Nutrition Augmentation funding for C-1 Congregate Meal programs in the amount of \$12,122 and C-2 Home Delivered Meal programs in the amount of \$224,525 is available to the PSA 2 in the next fiscal year to support nutrition services as it is separate of the Area Plan program funding.

MSP: Kay White moved to approve of Approval of FY 2022/2023 Area Plan Financial Closeout, seconded by Supervisor Bridges, all aye, motion carried.

The PSA 2 Fiscal Manager noted that Dignity Health Connected Living received over \$1,000,000 in nutrition funding last fiscal year which could be the cause for the unspent funding.

10. Approval of FY 2024 – 2028 Request for Proposal (RFP) Review Committee Members*

Director Gabriel explained the Request for Proposal process and the need for RFP Review Committee members from the Executive Board to participate in the process. The RFP process which is conducted every four years is required to allocate PSA 2 funding to outside organizations. Supervisor Nancy Ogren and Kay White volunteered to participate on the RFP Review Committee.

MSP: Supervisor Bridges moved to approve the FY 2024 – 2028 Request for Proposal (RFP) Review Committee Members, seconded by Supervisor Valenzuela, all aye, motion carried.

11. Approval of Proposed AAA Administrative Salary Schedule*

Director Gabriel addressed the AAA Administrative Salary Schedule which reflects the minimum wage increase effective January 1, 2024.

MSP: Supervisor Valenzuela moved to approve the proposed AAA Administrative Salary Schedule, seconded by Supervisor Ogren, all aye, motion carried.

12. Approval of Revised FY 2023/2024 AAA Administrative Budget and Budget Narrative*

Director Gabriel addressed the revised AAA FY 2023/2024 Administrative Budget which reflects the minimum wage increase and related expenses. The Administrative Clerk position also reflects a slight increase to aid in filling the position which has been open for some time. The position will not only support administrative services, the position will also support the Fiscal Manager with fiscally related responsibilities. Travel expenses were added back into the budget should the Brown Act require governing bodies to meet in person.

MSP: Supervisor Bridges moved to approve the FY 2023/2024 AAA Administrative Budget and Budget Narrative, seconded by Kay White, all aye, motion carried.

13. Approval of Proposed Health Insurance Counseling and Advocacy Program (HICAP) Salary Schedule*

Director Gabriel addressed the HICAP Program salary schedule which reflects the minimum wage increase effective January 1, 2024.

MSP: Kay White moved to approve the proposed HICAP Salary Schedule, seconded by Supervisor Valenzuela, all aye, motion carried.

14. Approval of Revised FY 2023/2024 Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative*

Director Gabriel addressed the revised FY 2023/2024 HICAP Budget and Budget Narrative which reflects the minimum wage increase and related expenses as well as a slight increase in the office rent in Redding.

MSP: Supervisor Bridges moved to approve the proposed HICAP Budget and Budget Narrative, seconded by Kay White, all aye, motion carried.

15. Approval of Proposed Ombudsman Program Salary Schedule*

Director Gabriel addressed the Ombudsman Program Salary Schedule which reflects the minimum wage increase effective January 1, 2024.

MSP: Supervisor Valenzuela moved to approve the proposed Ombudsman Administrative Salary Schedule, seconded by Supervisor Bridges, all aye, motion carried.

16. Approval of Revised FY 2023/2024 Ombudsman Program Budget and Budget Narrative*

Director Gabriel addressed the revised FY 2023/2024 Ombudsman Program Budget and Budget Narrative which reflects the minimum wage increase and related expenses as well as a slight increase in the office rent in Redding.

MSP: Supervisor Valenzuela moved to approve the proposed Ombudsman Budget and Budget Narrative, seconded by Supervisor Ogren, all aye, motion carried.

17. New Business:

- Next Scheduled Executive Board Meeting – Monday, March 18, 2024

18. Old Business:

- None

19. Correspondence:

Incoming – None

Outgoing – None

20. Adjournment

11:04 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director